

## Preferences

The Campbell County Department of Housing determines applicant placement on the waiting list by “**Local Preferences**”. Each preference has a point value given to it. Multiple preferences will qualify an applicant for higher placement on the list. Currently we have only two preferences:

- \* Single Elderly (over 62)
- \* Family with disabled household family member

All other applicants will be ranked by date and time of application submittal. All applications with equal number of preferences will then be ranked according to date and time of submittal.

## Rental Voucher

When a family reaches the top of the waiting list, they are notified to attend a Housing Voucher Orientation. This orientation provides families a comprehensive overview of all aspects of the Housing Voucher Program. The orientation may conclude with the issuance of a Voucher or the scheduling of an eligibility appointment. Vouchers specify the number of bedrooms allowed for a specific family and the time frame in which they must find housing. Vouchers are valid for all areas of Campbell County except the City of Newport.



## Visions for the Future

The Campbell County Department of Housing has lots of visions for the future of the families that we serve. January 1, 2003 marked the beginning of our Self Sufficiency Program, enabling our families to work toward attaining a life without government assistance. Please speak with your housing specialist for more details.

## Campbell County Department of Housing



*Mission Statement: To work with the community to provide decent, safe, and affordable housing for eligible families and to provide and promote self-sufficiency and economic independence for residents.*

### **OFFICE LOCATION:**

**1010 MONMOUTH STREET  
NEWPORT, KY 41071  
859-261-5200  
FAX: 859-261-0577**

## Our Agency at a Glance

Campbell County Department of Housing was established in 1975 with the ability to assist 158 families in the Campbell County jurisdiction. In 1976, the agency realized there was an even greater need for affordable housing in the area and an application for additional units was processed. In August of 1978, Campbell County Department of Housing was awarded 142 units, bringing the total to 300 families in Campbell County receiving decent, safe, and sanitary housing for their families at an affordable rate.

In December 1976, the Campbell County Department of Housing and Pendleton County entered into an agreement to assist low income residents of Pendleton County with regard to rental assistance under the Section 8 Assistance Program.

30 years and thousands of families later, we continue to offer the residents of Campbell and Pendleton Counties the best service we possibly can. In recent years CCDH has assisted approximately 600 families during any given month. Our mission statement remains the same; “to provide decent, safe and sanitary housing at an affordable rate for our families.

## Campbell Co. Department of Housing Must.....

- Publish and disseminate information about the availability and nature of housing assistance under the program.
- Explain the program to owners and families.
- Seek expanded opportunities for assisted families to locate housing outside areas of poverty or racial concentration.
- Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration.
- Affirmatively further fair housing goals and comply with equal opportunity requirements.
- Make efforts to help people with disabilities find satisfactory housing.
- Receive applications from families, determine eligibility, maintain the waiting list, select applicants, issue vouchers to selected families, and provide housing information to the families.
- Determine who can live in the assisted unit at admission and throughout the families participation in the program.
- Obtain and verify evidence of citizenship and eligible immigration status in accordance with 24 CFR, part 5.
- Review the family's request for tenancy approval and the owner/landlord lease, including the HUD prescribed tenancy addendum.
- Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy.
- Determine the amount of the housing assistance payments to an owner in accordance with the HAP contract.
- Make timely housing assistance payments to an owner in accordance with the HAP contract.
- Examine family income, size and composition at admission and during the family's participation in the program. The examination includes verification of income and other family information.
- Establish and adjust the CCDH utility allowance.

- Administer/Enforce HAP contract with an owner, including taking appropriate action as determined by the CCDH if owner defaults.
- Determine whether to terminate assistance to a participant family for violation of family obligations.
- Conduct informal reviews of certain CCDH decisions concerning applicant for participation in the program.
- Conduct informal hearings on certain CCDH decisions concerning participant families.
- Provide sound financial management of the program, including engaging an independent public accountant to conduct audits and administer the FSS program.

## Application Process

The office for Campbell County Department of Housing is located at 1010 Monmouth Street, Newport, KY. Our office selects families for assistance from our current waiting list. When the waiting list is open, applications are available to be picked up in our office Monday through Friday during normal office hours, 8:30—4:30 except lunchtime 12:00-1:00. Call our office at 859-261-5200 to find out if the waiting list is open or closed. Our waiting list is compiled by ranking applications as they are submitted by date and time of submittal. Preferences are given to families that include a disabled individual and to single applicant households that are aged 62 or older. All applications must be accompanied by documentation to verify family composition, income address, etc. Because such a large number of families need assistance, only complete applications will be accepted for the waiting list. Mailed applications are not accepted. Vouchers are valid for all areas of Campbell County except the City of Newport.



